

CAREER OPPORTUNITY BULLETIN



Date: February 7, 2011

Bulletin # 803

This Career Opportunity Bulletin may also be viewed on our website at

www.parks.ca.gov

***Budget Note: The positions contained within this bulletin are either critical vacancies or are intended to reduce general fund expenditures. As such, priority will be given to internal DPR candidates.**

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: February 18, 2011

California Relay Service

TDD 1-800-735-2929

Jobs Phone Line

1-916-653-6995

California State Parks is an equal opportunity employer. It is the Department's policy to ensure that all personnel actions will be conducted in a nondiscriminatory manner. All personnel procedures will be conducted in full compliance with all Federal and State employment requirements. The Department will ensure maintenance of a personnel system which provides equal employment opportunity in hiring, training and promotion – under all terms and conditions of employment – for all purposes, at all levels of the Department's workforce – regardless of age, sex, race, color, creed, religion, political affiliation, natural origin, genetic characteristics, ancestry, disability, medical condition, marital status, veterans status, and sexual orientation. For information concerning the complaint process, contact an EEO Counselor or the Human Rights Office.

Career Opportunity Bulletin #803

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

- **ASSOCIATE PARK AND RECREATION SPECIALIST/PARK AND RECREATION SPECIALIST (24 MONTH LIMITED TERM) – OFFICE OF GRANTS AND LOCAL SERVICES/HEADQUARTERS/SACRAMENTO – FOUR POSITIONS**
- **COMMUNICATIONS OPERATOR (PERMANENT INTERMITTENT) – PUBLIC SAFETY DIVISION/NORTHERN COMMUNICATIONS CENTER – FOUR POSITIONS**
- **COMMUNICATIONS OPERATOR – PUBLIC SAFETY DIVISION/NORTHERN COMMUNICATIONS CENTER – TWO POSITIONS**
- **HEAVY EQUIPMENT MECHANIC – OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION/OCOTILLO WELLS DISTRICT**
- **OFFICE TECHNICIAN (TYPING)(24 MONTH LIMITED TERM) – OFFICE OF GRANTS AND LOCAL SERVICES**
- **OFFICE TECHNICIAN (TYPING)(PERMANENT INTERMITTENT) – OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION/OCEANO DUNES DISTRICT**
- **PARK MAINTENANCE WORKER I – NORTH COAST REDWOODS DISTRICT/ REDWOOD COAST SECTOR/JEDEDIAH SMITH REDWOODS STATE PARK**
- **PARK MAINTENANCE WORKER II (PERMANENT INTERMITTENT) – OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION/OCOTILLO WELLS DISTRICT**
- **SENIOR ENVIRONMENTAL SCIENTIST – ACQUISITION & DEVELOPMENT/ NORTHERN SERVICE CENTER/RESOURCE SERVICES SECTION/SACRAMENTO**
- **SENIOR ENVIRONMENTAL SCIENTIST – OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION/OCOTILLO WELLS DISTRICT**
- **STATE PARK EQUIPMENT OPERATOR (PERMANENT INTERMITTENT) – OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION/HUNGRY VALLEY DISTRICT**
- **SUPERVISING LAND AGENT/SENIOR LAND AGENT – ACQUISITION AND DEVELOPMENT DIVISION/ACQUISITION AND REAL PROPERTY SERVICES/ SACRAMENTO**

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

THE FOLLOWING POSITIONS WILL REMAIN OPEN UNTIL FILLED:

- **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST/STAFF SERVICES ANALYST – ADMINISTRATIVE SERVICES DIVISION/BUDGET SECTION/HEADQUARTERS/ SACRAMENTO**
- **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST/STAFF SERVICES ANALYST– ADMINISTRATIVE SERVICES DIVISION/ PERSONNEL SERVICES SECTION/RISK MANAGEMENT UNIT/HEADQUARTERS/ SACRAMENTO – TWO POSITIONS**
- **ASSOCIATE PERSONNEL ANALYST – ADMINISTRATIVE SERVICES DIVISION/ PERSONNEL SERVICES SECTION/CLASSIFICATION AND PAY UNIT/ HEADQUARTERS/SACRAMENTO – TWO POSITIONS**
- **PERSONNEL SUPERVISOR II – ADMINISTRATIVE SERVICES DIVISION/PERSONNEL SERVICES SECTION/TRANSACTIONS UNIT/HEADQUARTERS/SACRAMENTO**
- **STAFF SERVICES MANAGER III – ADMINISTRATIVE SERVICES DIVISION/BUDGETS SECTION/HEADQUARTERS/SACRAMENTO**

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

- **STATE PARK PEACE OFFICER (LIFEGUARD) – ORANGE COAST DISTRICT/SOUTH SECTOR/SAN CLEMENTE AND SAN ONOFRE STATE BEACHES**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314.

Only the most qualified candidates will be selected for an interview. All appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (California Statewide Law Enforcement Association – CSLEA)

Positions for voluntary geographic transfers will be filled in accordance with Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-091-1089/1068-901

ASSOCIATE PARK AND RECREATION SPECIALIST (\$4833 - \$5874)/PARK AND RECREATION SPECIALIST (\$2817 - \$5105)(24 MONTH LIMITED TERM) – OFFICE OF GRANTS AND LOCAL SERVICES – FOUR POSITIONS

The reporting location for these positions is at Headquarters in Sacramento. These positions will work under the direction of the Staff Park and Recreation Specialist. The incumbents analyze project applications for technical accuracy, adequacy of project justification, and compliance with program criteria including CEQA. At the Park and Recreation Specialist level, the incumbents evaluate, rank and recommend projects to be selected for funding; maintain project files, track and monitor progress of projects; identify issues and make recommendations to supervisor for resolution; and inputs data into Grant Management System as result of phone calls and site visits. At the Associate level, the incumbents perform more advanced analysis of project applications for technical accuracy, adequacy of project justification, and compliance with program criteria including CEQA; evaluate, rank and recommend projects to be selected for funding; maintain project files, track and monitor progress of projects; identify issues and make recommendations to supervisor for resolution; and inputs data into Grant Management System as a result of phone calls and site visits. Successful candidates will have excellent oral and written communication skills knowledge of state and federal laws, rules and regulations, and policies affecting the programs administered by the section. Demonstrated skills in program design and implementation and in establishing and maintaining relations with public agencies, private organizations, and elected officials are essential. **State housing is not available.** For further information regarding these positions, please contact Lee Butterfield at (916) 651-8458.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-807-1670-901

COMMUNICATIONS OPERATOR (PERMANENT INTERMITTENT)(\$17.14 - \$25.92/HOUR) – PUBLIC SAFETY DIVISION/NORTHERN COMMUNICATIONS CENTER – 4 POSITIONS

The reporting location for these positions is the Northern Communications Center (NORCOM), located at Prairie City State Vehicular Recreation Area in Rancho Cordova. The incumbents will work under the direction of the NORCOM Communications Supervisors. NORCOM is a 24-hour public safety dispatch and communications center with a service area covering Northern California from Kern County to Oregon. The incumbent will dispatch State Park Peace Officers (Rangers and Lifeguards), Department of Fish and Game Wardens, U.S. Fish and Wildlife Officers, Lifeguards and other emergency service personnel in the NORCOM service area to emergency and non-emergency events. Duties will include operation of a radio console system, VESTA telephone system, CLETS, and computer aided dispatch (CAD). The incumbents will include dispatching Department of Fish and Game CalTip calls, and receiving and processing Office of Emergency Services Hazmat reports. These positions may work up to 1500 hours per year. **State housing is not available.** For further information regarding these positions, please contact Lorin Forehand lforehand@parks.ca.gov, Carol Smith csmith@parks.ca.gov, or Krissy May kmay@parks.ca.gov at (916) 358-1318.

549-807-1670-009

COMMUNICATIONS OPERATOR (\$3016 - \$4562) – PUBLIC SAFETY DIVISION/NORTHERN COMMUNICATIONS CENTER – TWO POSITIONS

The reporting location for these positions is the Northern Communications Center (NORCOM), located at Prairie City State Vehicular Recreation Area in Rancho Cordova. The incumbents will work under the direction of the NORCOM Communications Supervisors. NORCOM is a 24-hour public safety dispatch and communications center with a service area covering Northern California from Kern County to Oregon. The incumbent will dispatch State Park Peace Officers (Rangers and Lifeguards), Department of Fish and Game Wardens, U.S. Fish and Wildlife Officers, Lifeguards and other emergency service personnel in the NORCOM service area to emergency and non-emergency events. Duties will include operation of a radio console system, VESTA telephone system, CLETS, and computer aided dispatch (CAD). The incumbents will include dispatching Department of Fish and Game CalTip calls, and receiving and processing Office of Emergency Services Hazmat reports. **State housing is not available.** For further information regarding these positions, please contact Lorin Forehand lforehand@parks.ca.gov, Carol Smith csmith@parks.ca.gov, or Krissy May kmay@parks.ca.gov at (916) 358-1318.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-555-6834-002

HEAVY EQUIPMENT MECHANIC (\$3740 - \$4106) – OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION/OCOTILLO WELLS DISTRICT

The reporting location for this position is the Ocotillo Wells District in Borrego Springs. Duties may include but are not limited to servicing and repair of all automotive equipment, troubleshooting, analysis of vehicle failure, vehicle lubrication and service schedules, major engine overhauls and keeping vehicles and equipment in a high level of service and safety. **This position requires a CA Class “C” Driver’s License. Please provide proof of eligibility with application.** The incumbent’s work schedule will be Tuesday through Friday from 6:00 a.m. to 4:30 p.m. **State housing is not available.** For further information regarding this position, please contact Glyne Johnson at (760) 767-1262.

549-091-1139-004

OFFICE TECHNICIAN (TYPING)(\$2686 - \$3264) – OFFICE OF GRANTS AND LOCAL SERVICES – 24 MONTHS LIMITED TERM

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Senior Park and Recreation Specialist. This advanced journey level position independently performs a variety of complex data management and record keeping functions for the Office of Grants and Local Services on a regular basis. The position is expected to exercise a high degree of initiative, independence and originality in performing personnel, fiscal, and paperwork management tasks. In addition to possessing technical responsibilities, the position must meet and deal tactfully with the public; apply specific Department and Section policies and procedures; and independently plan, organize, and direct workflow of the Section. Successful incumbents will have excellent oral and written communication skills, knowledge of State and Federal laws, rules and regulations, and policies affecting the program administered by the section. **State housing is not available.** For further information regarding this position, please contact Lee Butterfield at (916) 651-8458.

549-554-1139-901

OFFICE TECHNICIAN (TYPING)(PERMANENT INTERMITTENT)(\$15.50 - \$18-83) – OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION/OCEANO DUNES DISTRICT/RANGER STATION

The reporting location for this position is the Oceano Dunes Ranger Station in Oceano. This position will work under the direction of the State Park Peace Officer Supervisor (Ranger). The incumbent will be responsible for maintaining the public information contact function of the Ranger Station and support services to the District’s public safety and park revenue program. Duties include computerized data entry and retrieval, public safety reports and criminal processing, and filing confidential public safety records. The incumbent must be willing and able to work weekends. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Brent Marshall at (805) 773-7178 or bmarshall@parks.ca.gov

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-637-6767-003

PARK MAINTENANCE WORKER I (\$2929 - \$3497) – NORTH COAST REDWOODS DISTRICT/REDWOOD COAST SECTOR/JEDEDIAH SMITH REDWOODS STATE PARK

The reporting location for this position is at the joint agency North Operations Center located in Crescent City. This position will work under the supervision of the Park Maintenance Supervisor, the leadership of the PMWII and will lead permanent and seasonal staff, CDF/CDC inmate crew and volunteers primarily at Jedediah Smith Redwoods SP, Tolowa Dunes SP and Pelican SB. The incumbent will be responsible for the facility maintenance and housekeeping within these park units including: skilled plumbing, electrical, carpentry, masonry and small equipment operation. The incumbent will also be active in assisting the Redwood National and State Parks Partnership to manage this World Heritage site. It is desirable for the incumbent to have knowledge of purchasing practices, project planning, CAMP, be self-motivated, able to work independently, and possess leadership and organizational skills. **State housing may be available.** For further information regarding this position, please contact Christ Butz at (707) 465-7389 or cbutz@parks.ca.gov.

549-257-6768-902

PARK MAINTENANCE WORKER II (PERMANENT INTERMITTENT)(\$18.38 - \$22.08) – OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION/OCOTILLO WELLS DISTRICT

The reporting location for this position is the Ocotillo Wells Sector in Borrego Springs. The incumbent will be a lead person on maintenance projects and for maintenance staff. The incumbent will operate and maintain specialized equipment such as vehicles, off-road vehicles, power tools and other shop machinery. The incumbent must be familiar with department purchasing and accounting procedures in order to prepare purchasing documents and track spending. The incumbent may also be assigned to projects at the Heber Dunes State Vehicular Recreation Area (SVRA) and the Freeman Properties. Ocotillo Wells State Vehicular Recreation Area (SVRA) is 85,000 acres of unique desert environment with many challenges. The incumbent will be required to work weekends and holidays. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Dennis Raymond at (760) 767-1328.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-863-0764-001

**SENIOR ENVIRONMENTAL SCIENTIST (\$5450 - \$6578) – ACQUISITION & DEVELOPMENT
DIVISION/NORTHERN SERVICE CENTER/RESOURCE SERVICES SECTION/
SACRAMENTO**

The reporting location for this position is the Northern Service Center (NSC) office in Sacramento. The Senior Environmental Scientist reports to the Environmental Program Manager. This position is responsible for the supervision and administration of natural resource management components and environmental compliance for major Departmental programs including Capital Outlay, Deferred Maintenance and grants, as well as providing support to the District natural resource programs, as requested. The Senior Environmental Scientist plans and directs the work of the natural resources, environmental review and GIS section staff that includes environmental scientists, environmental coordinators, GIS technicians, engineering geologist, and/or seasonal staff. The incumbent must be willing and able to travel over rough terrain and must have a minimum of three (3) year's experience conducting wildlife surveys, particularly for breeding birds. This position will involve travel to various parks within the NSC service area. Incumbent must be willing and able to travel up to several days at a time. **State housing is not available.** For further information regarding this position, please contact Gary Waldron at (916) 445-8772.

549-555-0764-001

**SENIOR ENVIRONMENTAL SCIENTIST (\$5450 - \$6578) – OFF-HIGHWAY MOTOR
VEHICLE RECREATION DIVISION (OHMVR)/ OCOTILLO WELLS DISTRICT**

The reporting location for this position is the Ocotillo Wells District in Borrego Springs. This position works under the direction of the District Senior Park and Recreation Specialist and supervises a team including Environmental Scientists, Archeologists, a Park Maintenance Worker II, Environmental Services Interns (ESI) and seasonal park aides. The team conducts scientific studies for the Off Highway Motor Vehicle Recreation Division Habitat Management System and to meet natural and cultural resource management directives. In addition the Senior Environmental Scientist will coordinate the work of several professional and technical contractors and work on interdisciplinary teams with other department professionals. The Senior Environmental Scientist will have full hands-on administrative function for the Ocotillo Wells District resource management programs, make recommendations to resolve resource-related problems, and act upon difficult technical decisions through an adaptive management process. Incumbent will represent the District at various agency meetings on resource related topics. **State housing is not available.** For further information regarding this position, please contact Tina Robinson at (760) 767-1302 or trobinson@parks.ca.gov

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-252-6389-902

STATE PARK EQUIPMENT OPERATOR (PERMANET INTERMITTENT)(\$22.54 - \$24.71/HOUR) – OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION/HUNGRY VALLEY DISTRICT

The reporting location for this position is the Hungry Valley District Office in Gorman. The incumbent should be a dependable team player who is flexible, self-starting, and enthusiastic. Responsibilities will include tracking maintenance of the Quail Canyon Motocross as well as its surrounding area, maintenance and repairs for 130 miles of off-highway roads and trails at this 20,000 acre State Vehicular Recreation Area when instructed. This position will require working weekends, holidays and as operationally needed. **Possession of a valid California Class “A” Driver’s License is required; please provide proof of eligibility with application. This position is subject to the Federal Drug and Alcohol Testing Program.** This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Aubrey Thomas at (661) 248-7010.

549-890-4994/4995-001

SUPERVISING LAND AGENT (\$5981 - \$7222)/SENIOR LAND AGENT (SUPERVISORY) (\$5441 - \$6613) – ACQUISITION & DEVELOPMENT DIVISION/ACQUISITION AND REAL PROPERTY SERVICES/SACRAMENTO

The reporting location for this position is One Capitol Mall in Sacramento. This position will work under the direction of the Division Chief. The incumbent will supervise a team of land agents performing real property transactions for the Department throughout the State. This position participates and directs others in the most complex transactions and negotiations. The incumbent acts as an interface with other agency and organization representatives on real property issues and participates in the analysis of proposed legislation. The incumbent will be expected to work and communicate effectively with others, verbally and in writing. This position may be downgraded for recruitment purposed. Only the most qualified candidates will be interviewed. **State housing is not available.** For further information regarding this position, please contact Ken Anderson at (916) 327-7302.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

THE FOLLOWING POSITIONS WILL REMAIN OPEN UNTIL FILLED:

549-077-5393/5157-001

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4400 - \$5348)/STAFF SERVICES ANALYST (\$2817 - \$4446) – ADMINISTRATIVE SERVICES DIVISION/BUDGET SECTION/HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Staff Services Manager I. This position offers the opportunity to work in a team environment dedicated to the mission of the Department of Parks and Recreation. This position requires excellent organizational skills and the ability to develop innovative ways of growth and development in a supportive environment. The incumbent will assist in the development, preparation, administration, maintenance, review and control of the Department's support and local assistance budget. The primary focus of this position will be budgetary review and analysis of the Department's state operations and local assistance budget; however the incumbent may also be assigned workload or projects in other areas as needed. Knowledge of state financial and budget processes and Microsoft Excel is desirable. Excellent analytical, verbal and written communication skills are highly desirable, along with ability to successfully interact with staff at all organizational levels. Some travel to field offices may be required. **State housing is not available.** For further information regarding this position, please contact Gaynell Francis at (916) 653-6614 or gfrancis@parks.ca.gov.

549-066-5393/5157-017,020

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4400 - \$5348)/STAFF SERVICES ANALYST (\$2817 - \$4446) – ADMINISTRATIVE SERVICES DIVISION/RISK MANAGEMENT UNIT /HEADQUARTERS/SACRAMENTO – TWO POSITIONS

The reporting location for these positions is in the Risk Management Unit at Headquarters in Sacramento. These positions will work under the direction of the Risk Management Unit Manager. These positions offer challenging opportunities and a diversity of assignments. The incumbents will be responsible for performing technical work of a complex nature relating to workers' compensation case management and employee return-to-work programs, including Reasonable Accommodation and fitness-for-duty; working with managers, supervisors, State Compensation Insurance Fund, and personnel staff to provide training in the Unit's various program areas; analyzing and interpreting loss/injury data; and conducting ergonomic assessments/workstation evaluations. The incumbents will have responsibility for developing and providing training to management staff at the Department's Training Center in the Monterey area and at park locations statewide. Some overnight travel is required. The unit is seeking highly motivated individuals with good communication and writing skills, the ability to take initiative and work independently, and the ability to handle multiple priorities daily. Experience in workers' compensation case management, reasonable accommodation, and/or health and safety is desirable. These positions may be downgraded for recruitment purposes. **State housing is not available.** If you are applying as a transfer exam candidate to the Staff Services Analyst classification, please attach a copy of your Transfer Exam results to your application. For a copy of the duty statement, please contact Tonya Dorsey at (916) 651-1134 or tdorsey@parks.ca.gov. For further information regarding this position, please contact Carolyn Porter at (916) 653-9610 or cnporter@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-066-5142-001

**ASSOCIATE PERSONNEL ANALYST (\$4400 - \$5348) – ADMINISTRATIVE SERVICES
DIVISION/PERSONNEL SERVICES SECTION/CLASSIFICATION AND PAY UNIT/
HEADQUARTERS/SACRAMENTO – TWO POSITIONS**

The reporting location for these positions is at Headquarters in Sacramento. These positions will work under the direction of the Staff Services Manager I. The incumbents will independently perform the full range of the more responsible and complex analysis related to the personnel management program. The incumbents will be responsible for a variety of analytical tasks and projects related to classification allocation, appropriate pay levels, organized structure, hiring, progressive discipline consultation, adverse actions, procedure writing and other related activities in support of the personnel services function. Occasional travel to conduct Classification and Pay training classes is required. Desirable qualifications include: knowledge and experience with Classification and Pay; knowledge of Department of Personnel Administration, State Personnel Board, and State Controller's Office laws and rules; ability to organize and establish workload priorities and work well under pressure; ability to exercise initiative and flexibility; ability to work effectively both independently and cooperatively with others; ability to effectively communicate, both orally and in writing, and possess excellent clerical skills; ability to reason well and use good judgment; dependable, punctual, with an excellent record; knowledge of modern office methods and equipment, including experience with personal computers utilizing Microsoft Outlook, Word, Excel, PowerPoint, etc. **State housing is not available.** For further information regarding this position, please contact Melissa Hansen at (916) 653-3416 or mhansen@parks.ca.gov.

549-066-1314-001

**PERSONNEL SUPERVISOR II (\$4025 - \$4892) – ADMINISTRATIVE SERVICES DIVISION/
PERSONNEL SERVICES SECTION/TRANSACTIONS UNIT/HEADQUARTERS/
SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Staff Services Manager I. The incumbent will supervise 5-6 Personnel Specialists who prepare and process the full range of personnel and payroll related transactions. Duties include, but are not limited to the following: Plan, assign, review and evaluate work; monitor progress in areas of appointments, separations, payroll-related matters, implementation of collective bargaining issues, benefit documents including COBRA, NDI, attendance/leave accounting, and salary issues. The incumbent will assist in the difficult transactions, apply and interpret various laws, rules, policies and procedures; review documents before submission to control agencies, review error documents returned by SCO for correction and provide feedback to Personnel Specialists on effective corrective actions; provide feedback to staff on performance through the use of probation reports, individual development plans, work improvement discussions; provide recommendations to the Transactions Manager to improve transactions processes, procedures, practices and delivery of services; prepare correspondence to control agencies, employees or management on transactions, benefits, payroll or other issues, as needed. Applicants should clearly state on their standard state application the basis of their eligibility. **State housing is not available.** For further information regarding this position, please contact Paris Jackson at (916) 651-2093.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

549-077-4802-001

**STAFF SERVICES MANAGER III (\$6779 - \$7474) – ADMINISTRATIVE SERVICES DIVISION/
BUDGETS SECTION/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Deputy Director, Administrative Services. The Staff Services Manager III handles the most difficult and sensitive assignments in the Budget Section. Responsibilities include providing direction to all assignment areas; Overseeing the preparation of the Department's annual budget instructions, Budget Change Proposals; Managing the development of the Department of Parks and Recreation's bond roll-out plan to ensure sufficient bond allocation, and managing a staff of 20. **State housing is not available.** For further information regarding this position, please contact Lynn Black at (916) 653-0528.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

549-927-0992-001

STATE PARK PEACE OFFICER (LIFEGUARD)(\$3344 - \$5265) – ORANGE COAST DISTRICT/SOUTH SECTOR/SAN CLEMENTE AND SAN ONOFRE STATE BEACHES

The reporting location for this position is the Ranger Headquarters at San Clemente State Beach located in the South Sector of the Orange Coast District. This position will work under the direction of the State Park Peace Officer Supervisor (Ranger) and is assigned to the San Clemente and San Onofre State Beaches Visitor Services operations team. This is a night shift position. The duties of this position include public safety patrol and law enforcement, aquatic safety, interpretation of resources, public assistance, revenue collection, equipment maintenance, and administrative duties as assigned. The park aspects include three major Southern California beach campgrounds, the most popular surfing beaches, several thousand acres of undeveloped coastal valley and terrace, hiking and biking trails, a riparian Natural Preserve, Native American sites, historic CCC facilities and visitor center, extensive multi-jurisdictional planning and operations including USMC Base Camp Pendleton, San Onofre Nuclear Generating Station, San Diego and Orange Counties, and US and CA Department of Homeland Security. The San Onofre/San Clemente parks experience three million visitors annually. **State housing is not available.** For further information regarding this position, please contact Rich Haydon at (949) 366-8529.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

CLASS

FINAL FILING DATE

EXAM BASE

Classification: ACCOUNTANT TRAINEE

Recruitment number: 097500-00104179-9PB31

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov.

Classification: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Recruitment number: 097500-00105393-9PB04

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov.

Classification: ENVIRONMENTAL SCIENTIST

Recruitment number: 097500-00100762-9PB01

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov.

Classification: STAFF SERVICES MANAGER I

Recruitment number: 097500-00104800-9PB19

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov.

Classification: STAFF SERVICES MANAGER II

Recruitment number: 097500-00104800-93914M

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov.